

Staff Summary Report



Council Meeting Date: 7/7/2011

Agenda Item Number: 5B8

SUBJECT: Request approval of one-year contract renewals with Central Arizona Landscape Management, Natural State Landscaping LLC, Reyes and Sons Landscaping LLC, Somerset Landscape Maintenance, Inc., and Westquip LLC for as-needed, miscellaneous landscape maintenance services.

DOCUMENT NAME: 20110707fslg02 PURCHASES (1004-01)

COMMENTS: Total costs of these contracts will not exceed \$100,000.

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REVIEWED BY: Jerry Hart, CPA, Deputy Finance & Technology Director - Finance, 480-350-8505
Michael Greene, CPM, Central Services Administrator, 480-350-8516
Don Bessler, Public Works Director, 480-350-8205
John Osgood, Deputy Public Works Director - Field Operations, 480-350-8949

LEGAL REVIEW BY: Dave Park, Assistant City Attorney, 480-350-8907

DEPARTMENT REVIEW BY: Ken Jones, Finance & Technology Director, 480-350-8504

FISCAL NOTE: (T09-084-01 and T09-084-04 thru T09-084-07) Sufficient funds have been appropriated in cost center 2555(General Fund) for the anticipated expenditures in the current fiscal year.

RECOMMENDATION: Approve the renewal of the contracts.

ADDITIONAL INFO: The City of Tempe issued a Request for Proposal (RFP) to establish term contracts for as-needed miscellaneous landscaping services, including installation of plant materials, underground irrigation system and controllers, fertigation components, decomposed granite and other landscape rock materials; grading and leveling; concrete work; tree and shrub removal; and tree and shrub trimming . The City will obtain quotes from these contractors when a job is requested and evaluate the quotes on labor and material costs, hours to complete, start time for the job and estimated completion time.

These contracts were originally awarded by Council on May 28, 2009 for an initial two-year term with three one-year renewal options. This renewal request is for the first of three available renewal options.

Contractor Performance

The Public Works Department rated the performance of Central Arizona Landscape Management, Natural State Landscaping LLC, Reyes and Sons Landscaping LLC, Somerset Landscape Maintenance, Inc., and Westquip LLC (assigned from Westscape Environmental, Inc.) on the following criteria:

- Personnel are responsive, cooperative and available
- Overall quality of products or services delivered
- Timeliness of performance
- Quality of follow-up in resolving complaints or problems
- Firm's promptness in submitting accurate invoices

In all categories, the firms received score indicating their meeting standards established by the contract. It is the recommendation of the Public Works Department that the contracts be renewed. All the firms agreed to renew with no increase in pricing.